



UNIFORM INFRACTION/CITATION COMMITTEE PRINCIPLES AND GUIDELINES

July 29, 2005

I. Preamble

The Washington Legislature has provided for a system of uniform notices of infraction and citations. Statutes and Supreme Court rule specify certain minimum data elements. Additional data may be required if determined necessary by the Administrative Office of the Courts (AOC), which also prescribes the forms.

AOC utilizes the business knowledge and expertise of representatives from law enforcement, courts, state agencies, prosecution, and defense brought together as the Uniform Infraction/Citation Committee to develop and modify forms that meet the needs of a diverse user community.

The Uniform Infraction/Citation Committee adopts the following principles, standards and guidelines for citation and infraction forms in Washington:

II. General Principles

A. Washington's system of uniform citations and notices of infraction facilitates

- consistent expectations for citizens throughout the state
- consistent application of legal principles and processes
- complete and accurate data collection methods that satisfy the requirements of disparate stakeholders within the justice community
- prompt, efficient and consistent adjustments to address developing legal requirements
- efficient and accurate data entry at courts and DOL.

B. The availability of electronic collection and data transfer methods provides an opportunity for the Committee and AOC to re-evaluate the constraints on ticket forms and content.

- C. AOC should balance the desire for uniformity with an openness to changes that can accommodate a variety of LEA models for data collection, transfer, and printing.***

III. Form Standards and Guidelines:

- A. MODELS. AOC should apply consistent but adaptable standards to address three possible data collection models:***

1. LEA uses multi-part paper infraction and citation forms
2. LEA collects infraction and citation data electronically and transfers the data electronically to the court for filing
3. LEA collects infraction and citation data electronically but prints and files paper documents with the court.

- B. COMMITTEE'S ROLE. AOC should continue to assert its authority under RCW 46.63.060 to approve citation and notice of infraction forms used in Washington courts.***

1. AOC should continue to use the collective wisdom of stakeholders on the Uniform Infraction/Citation Committee
2. The Committee should be consulted or assembled as necessary to
 - a) review and revise standards
 - b) evaluate and recommend approval, modification, or rejection of proposed forms and methods.

- C. CHANGES TO EXISTING FORMS. The Committee approves the following changes to the Uniform Citation and Notice of Infraction forms:***

1. Future printings of the multi-part paper ticket forms will omit the lines ("hash marks") in the right-hand margin of the DOL copy because they interfere with DOL's imaging process and serve no purpose.
2. The field marked "PHOTO I.D. ON PERSON" will be changed to "PHOTO ID MATCHED"
3. The TRAFFIC warning section on the Notice of Infraction will read: "You will lose your driver's license/privilege."

4. All Citation and Notice of Infraction forms will include a “CDL YES/NO” checkbox option.
5. The field currently labeled “Hazard Placard” will now read: “HAZMAT”
6. The Notice of Infraction hearing request will read: “Street or PO Box”

D. MULTI-PART PAPER FORMS. The following guidelines and standards apply to multi-part paper ticket forms:

1. AOC must approve each multi-part paper ticket form.
2. Multi-part paper ticket forms must be printed by an AOC-approved vendor.
3. Multi-part paper ticket forms must comply with current printing specifications.

E. ELECTRONIC CITATIONS AND INFRACTIONS. The following guidelines and standards apply to electronic citations and notices of infraction:

1. AOC will approve and publish requirements for electronic data transfer to the Justice Information System (JIS).
2. Proofs of printed notice of infraction and citation forms must be submitted to AOC for approval prior to use.
3. AOC will evaluate proofs of printed forms using the following criteria:
 - a) Data flow (right-to-left, top-to-bottom) should be generally consistent with that of the approved multi-part citation and notice of infraction forms. LEA ORI number may appear near the officer’s signature block.
 - b) Content and appearance should be consistent with the printed multi-part citation and notice of infraction forms with the following exceptions:
 - (1) Field size may adjust to fit content
 - (2) Fields without data will appear as blanks on printed documents

- (3) References to the position of attachments or objects may vary to accommodate different form layouts. For example,
 - (a) “For the amount listed on the front” may read “for the amount listed on the Notice of Infraction.”
 - (b) “My report written on the back of this document or attached to this infraction” may read, “my report attached to this infraction.”
 - (4) The penalty for each count on an electronic notice of infraction will be displayed in addition to the box for a total amount for all infractions. The total amount of all counts on the notice of infraction will be emphasized by bolding or boxing.
 - (5) The form of the officer’s report is optional.
 - (6) Standard instructions, warnings, and hearing request forms may be printed below or beside the charging provisions of the document, or on a separate document so long as each printed page or segment of a ticket includes
 - (a) defendant's full name,
 - (b) defendant's birth date, and
 - (c) ticket number, including LEA.
 - (7) A citation or notice of infraction may allege up to five (5) violations.
 - (8) The citing officer’s printed name and badge number will suffice as the officer’s signature if the officer utilized a unique userid and password to create the citation or notice of infraction.
- c) Citations, notices of infraction, and related documents that are printed by law enforcement for service on a defendant, filing with a court, or reporting to DOL must comply with the following size limitations:

(1) Width:

(a) Maximum: 8 ½"

(b) Minimum: 4"

(2) Length:

(a) Maximum: 18"

(b) Minimum: 4"

(3) Font:

(a) Name: Tahoma, Arial, Sans Serif, or a similar style approved by the committee.

(b) Size: Minimum 8 points, or equivalent as measured in characters per inch.

4. A law enforcement agency that creates a citation or notice of infraction electronically but does not file the citation or notice of infraction electronically with the court must provide to the court at the time of case filing an approved Department of Licensing (DOL) Abstract of Judgment that is identical in dimensions, content and layout to the DOL copy of the AOC-approved multi-part paper ticket forms unless the court electronically transfers all required disposition data to DOL.

ADOPTED this 29th day of July, 2005.

Hon. James P. Swanger, Chair